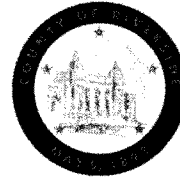


**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM
3.27
(ID # 6800)

MEETING DATE:

Tuesday, April 24, 2018

FROM : HUMAN RESOURCES AND RUHS Medical Center :

SUBJECT: HUMAN RESOURCES AND RUHS MEDICAL CENTER: Recommendation to establish new classifications, grant parity adjustment to the Pharmacy Resident - First Year-E classification, and amend Ordinance No. 440 pursuant to Resolution No. 440-9081 submitted herewith, All Districts. [Total Cost - \$1,240] [Source of Funds- Department Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the creation of a new Pharmacy Resident - Second Year-E classification and a new Sterile Processing Manager classification.
2. Approve the recommendation to grant a parity adjustment for the Pharmacy Resident - First Year-E classification
3. Amend Ordinance No. 440 pursuant to Resolution No. 440-9081


ACTION: Policy


Michael Bowers, Interim HR Director 4/13/2018

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9081 is adopted as recommended.

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley
Nays: None
Absent: None
Date: April 24, 2018
xc: HR, RUHS-Medical Center

Kecia Harper-Ihem
Clerk of the Board
By 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$1,186	\$54	\$1,240	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: Department Budget			Budget Adjustment: No	
			For Fiscal Year: 17/18 & 18/19	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The RUHS Medical Center's (RUHS-MC) mission is to provide quality health care services to residents of Riverside County and to provide quality educational services to the medical students who participate in their residency programs. RUHS-MC is the sponsoring institution of various accredited residency programs, including general surgery, neurosurgery, family medicine, anesthesiology, orthopedic surgery, and pharmacy. As a level two trauma center, the RUHS-MC has 439 acute care inpatient beds and performs around 9,300 surgical procedures each year. It provides educational services in all major fields of general surgery and the surgical subspecialties, and is accredited by the Accreditation Council for Graduate Medical Education (ACGME) and the American Osteopathic Association (AOA).

Pharmacy Resident First Year & Second Year

In July 2016, the RUHS-MC's Department of Pharmacy obtained a full six-year accreditation status for its residency program by the American Society of Health Systems Pharmacist. This accreditation supports the expansion of the program from the current one-year residency program to a two year residency program, which will focus on more specific pharmacy areas such as psychiatry, infectious disease, oncology, internal medicine, critical care, and ambulatory care. Therefore, it is recommended that the new Pharmacy Resident - Second Year-E classification be approved for use in the RUHS-MC's expanded pharmacy residency program. The proposed classification will position the RUHS-MC to attract talented pharmacy residents in order for them to gain the necessary experience to further develop in their specialties and to provide the needed pharmaceutical services to RUHS-MC.

Additionally, the RUHS-MC requested a review of the Pharmacy Resident - First Year-E salary. Under the supervision of the Residency Program Director, a Pharmacy Resident - First year-E serves as an advanced pharmacist practitioner engaged in providing pharmaceutical care through regular monitoring of patient specific therapies. Incumbents must have obtained their Doctor of Pharmacy degree and it is expected that they will receive advanced supervised professional experience in pharmacy practice. Salary data of pharmacy residencies in the State of California and in jurisdictions surrounding Riverside County were reviewed including Loma Linda University, UC San Diego, and UC Irvine. A total of thirty first-year pharmacy residency programs (PGY-1) were evaluated (Attachment D). Based on the findings of the external market survey, it is recommended to grant the Pharmacy Resident - First Year-E classification an

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
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approximate 6.2% parity wage adjustment from \$47,476 to \$50,623. Approval of the parity adjustment will allow the RUHS-MC to attract highly qualified pharmacy residents to participate in the accredited program and will allow the department to remain competitive with other pharmacy residency programs across California.

Sterile Processing Manager

The Riverside University Health System Medical Center has a Perioperative Services Department which provides a variety of critical services for the RUHS-MC's twelve operating rooms. Critical services include the sterilizing and cleaning of all surgical equipment and tools, preparing operating room trays, delivering sterilized supplies to operating rooms (OR), putting in orders for new operating room equipment and sterile supplies, and maintaining all sterilization equipment. These services are carried out by Hospital Supply Technicians in the department and incumbents are required to clean and sterilize equipment according to proper sterilizing guidelines and standards.

Currently, sterilization services and supervision of staff is managed by an Associate Chief Nursing Officer who oversees the entire Perioperative Services Department. Over the course of two years, the RUHS-MC is expecting to open eight additional OR's and will require additional staff to provide critical sterilization services for OR operations. With the expansion of the OR's, RUHS-MC will need a qualified incumbent to provide the necessary management of sterilization services and operations and provide supervision for over twenty staff. Sterilization is a specialized area and requires specific technical and regulatory knowledge in order to ensure that staff are carrying out sterilizing processes correctly. Therefore, it is recommended that the proposed Sterile Processing Manager be approved for future use by the RUHS-MC in their Sterile Processing Unit. Approval of the new classification will ensure that the department can recruit qualified incumbents to manage critical sterile processing operations for the RUHS-MC and will help ensure that the medical center's OR continue to operate and service Riverside County residents adequately.

Classification Additions:

Pharmacy Resident - Second Year-E: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade EXE 172/L1 (\$53,407). This request is only to add the classification and there is no immediate financial impact associated with this request.

Sterile Processing Manager: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MRP 382/L14 (\$68,232 - \$96,279). This request is only to add the classification and there is no immediate financial impact associated with this request.

Salary Parity Adjustments:

Pharmacy Resident - First Year-E: It is recommended to adjust this classification salary plan/grade from EXE/163 L1 (\$47,476) to EXE/164 L1 (\$50,623). There are two incumbents in this classification.

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Impact on Residents and Businesses

Approval of the proposed classifications and salary adjustments will help RUHS-MC recruit talented professionals for their expanded pharmacy residency program and sterile processing unit. The services provided by prospective incumbents will ensure that RUHS-MC continues to deliver comprehensive quality care to the residents of Riverside County.

ATTACHMENTS:

- A. Resolution No 440-9081**
- B. Pharmacy Resident - Second Year-E Classification**
- C. Sterile Processing Manager Classification**
- D. Pharmacy Resident - First Year-E Market Survey**
- E. Pharmacy Resident - Second Year-E Market Survey**
- F. Sterile Processing Manager Market Survey**



Lani Soson, Principal Management Analyst 4/17/2018

RESOLUTION NO. 440-9081

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on April 24, 2018, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
73630	+	Pharmacy Resident - Second Year-E	EXE 172/L1
98564	+	Sterile Processing Manager	MRP 382/L14

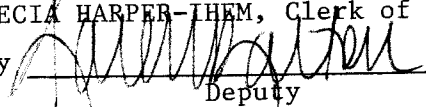
BE IT FURTHER RESOLVED that pursuant to Section 8(c) of Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
73623	Pharmacy Resident - First Year-E	EXE 163/L1	EXE 164/L1

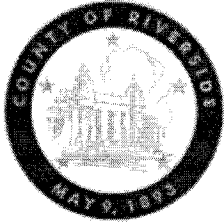
ROLL CALL:

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley
 Nays: None
 Absent: None

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KECIA HARPER-HEM, Clerk of said Board
 By  Deputy

/kc
 04/05/2018
 440 Resolutions\KC



**PHARMACY RESIDENT -
SECOND YEAR-E**

Class Code: 73630

COUNTY OF RIVERSIDE
Established Date: Apr 26, 2018
Revision Date: Apr 26, 2018

SALARY RANGE

\$25.68 Hourly
\$4,450.58 Monthly
\$53,406.91 Annually

CLASS CONCEPT:

Under general supervision, obtains advanced supervised professional experience in a specific area of pharmacy in addition to providing day-to-day professional clinical pharmacy services; assists in the preparation and distribution of medications; provides assistance with precepting pharmacy trainees, as well as reviewing drug formularies for safety and cost effectiveness; and performs other related duties as required.

The Pharmacy Resident - Second Year-E serves as an advanced pharmacist in the Pharmacy Resident series engaged in providing pharmaceutical care through the regular monitoring of patient-specific therapies and reports to an Assistant Pharmacy Director. Incumbents will need to collaborate with other healthcare team members while participating in quality-assurance activities in addition to serving as a resource for other healthcare practitioners. Pharmacy Residents are expected to work independently, but in accordance with, and under the supervision of, Preceptors and the Residency Program Director.

REPRESENTATION UNIT: Salary Ordinance 440 - Exempt Unit

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Provide clinical pharmacy services to medical and nursing staff.
- Responsible for preparation and distribution of medication in-patient care areas; maintain adequate medication supplies; oversee deliveries of medications to nursing units.
- Verify medication orders for therapeutic appropriateness; verify unit dose medications for appropriate drug, dose, quantity, and packaging integrity; check and/or compound IV medications.
- Provide drug information and counseling to patients and healthcare professionals for medication therapy optimization; recommend medication therapy interventions.
- Perform pharmacokinetic monitoring and dose adjustment (i.e., renal dose and anticoagulation medication dose adjustments).

- Participate in drug formulary reviews for safety and cost effectiveness considerations.
- Participate in precepting pharmacy students, interns, and Post Graduate Year-1 Pharmacy Residents.
- Monitor adverse drug reactions and report adverse medication incidents.
- Participate in pharmacy committee meetings.
- Communicate with patients and staff, verbally and otherwise, in a manner that exhibits effective professional judgment and listening skills appropriate for the professional setting.

RECRUITING GUIDELINES:

Education: Graduation from a School of Pharmacy accredited by the American Council of Pharmaceutical Education with a Doctor of Pharmacy degree (Pharm. D.).

Experience: Completion of a Post Graduate Year-1 pharmacy residency.

Knowledge of: Federal, Board of Pharmacy, Joint Commission, and DHS laws, regulations, and guidelines pertaining to patient care, and the dispensing of legend and non-legend pharmaceuticals and poisons; good customer (physicians, nurses, and patient) service; professional standards and practices.

Ability to: Provide quality pharmaceutical care; communicate clearly and effectively; work cooperatively with other staff and healthcare providers; organize and manage routine and new responsibilities; retrieve and process patient and medication information; properly supervise and direct the work of supportive pharmacy personnel.

OTHER REQUIREMENTS:

License/Certificate: Possession of a current valid Pharmacist license in the State of California.

Basic Life Support (BLS) certification from a provider certified by the American Heart Association.

Advanced Cardiac Life Support certification from a provider certified by the American Heart Association.

Possession of a valid California Driver's License may be required.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.



STERILE PROCESSING MANAGER

Class Code: 98564

COUNTY OF RIVERSIDE
Established Date: Apr 26, 2018
Revision Date: Apr 26, 2018

SALARY RANGE

\$32.80 - \$46.29 Hourly
\$5,686.01 - \$8,023.25 Monthly
\$68,232.11 - \$96,279.04 Annually

CLASS CONCEPT:

Under direction, coordinates and manages the sterile processing program and services; ensures that staff provide high quality sterile and disinfected instrumentation, supplies, and equipment in compliance with local, state, and federal requirements; and performs other related duties as required.

The Sterile Processing Manager is the management level in the Sterile Processing series and reports to an appropriate senior level manager. The Sterile Processing Manager is responsible for the achievement of goals, standards, and objectives for the Sterile Processing Unit. Incumbents in this class supervise a unit of subordinate staff and provide daily operational management of hospital sterile processing practices, procedures, and services for the entire department.

This class has been deemed eligible for the Performance Recognition Plan as set forth under Article 3, Section 311(C) of the County Management Resolution. Program eligibility requires employees to be in a leadership position, manage other employees or programs, and have significant influence on the achievement of organizational objectives.

REPRESENTATION UNIT: Management Resolution - Management

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Plan, organize, and coordinate a unit of staff engaged in sterilization services; ensure appropriate operations of sterile processing activities; provide supervisory support to a 24-hour operation department.
- Supervise, evaluate, and develop systems for important department processes including ordering supplies, storing/organizing inventory, inspecting, decontaminating, sterilizing, and cleaning reusable items, assembling and packaging, disposing of non-reusable items, monitoring/maintaining records of sterilization cycles, and proper loading and unloading of sterilizers.
- Ensure that sterile processing services and activities comply with local, state, and federal regulations.
- Participate in daily surgery huddles and regular staff meetings; develop and maintain budgets.

- Evaluate operational issues regarding the quality of sterile processing services (e.g., writing and updating policies and procedures); implement ongoing continuous improvement practices for sterile processing systems and procedures.
- Interview, train, and evaluate subordinate staff, as required; manage ongoing staff development and required trainings.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a Bachelor's degree, preferably with a major in health services management, sterile processing management, applied health sciences, health care administration, or a related field to the assignment. (Additional qualifying experience may be substituted for the required education on the basis of one year of full-time experience equaling 30 semester or 45-quarter units of the required education.)

Experience: Three years of professional level experience in sterile processing or operating room procedures. Two years of the required experience must have been in a supervisory or management capacity.

Knowledge of: the principles of supervision; staff development; fiscal and program management/administration; hospital operations and services; hospital information systems as it relates to sterile processing; sterile processing procedures for surgical equipment in an acute care hospital; safety and infection control procedures; regulatory agency mandates and guidelines including OSHA, FDA, CDC, AAMI, EPA; basic bioburden reduction strategies; preparation, packaging, and utilization of surgical instruments and hospital equipment.

Ability to: effectively supervise unit staff; interact effectively with all levels of hospital staff; problem solve; critical thinking; analyze and interpret state and federal mandates/regulations as it relates to sterile processing procedures and compliance; work effectively as a member of a management team in a health care organization; communicate effectively both orally and in writing.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Driver's License may be required.

Certification from the International Association of Healthcare Central Services-Materials Management (IAHCSMM) as a Certified Registered Central Service Technician (CRCST) or Certified Healthcare Leader (CHL); or certification from the Certification Board for Sterile Processing and Distribution (CBSPD) as a Certified Sterile Processing and Distribution Technician (CSPDT) or Certified in Sterile Processing Management (CSPM) is required.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.

External Market Survey Data

Pharmacy Resident First Year-E

Post Graduate Year-1 Pharmacy Residency Programs (California)	1-Year Stipend
Adventist Health Glendale	\$56,000
Adventist Health, Central Valley Network	\$55,000
Antelope Valley Hospital	\$50,000
CHA Hollywood Presbyterian Medical Center	\$50,000
Children's Hospital Los Angeles	\$50,000
Children's Hospital of Orange County	\$46,000
Eisenhower Medical Center	\$50,000
Fountain Valley Regional Hospital	\$52,000
Hoag Memorial Hospital Presbyterian	\$50,800
Huntington Memorial Hospital	\$52,000
Loma Linda University Medical Center	\$56,131
MemorialCare Long Beach Medical Center	\$47,800
Providence Saint Joseph Medical Center	\$58,000
Providence Little Company of Mary Medical Center	\$58,000
Rady Children's Hospital San Diego	\$50,000
San Joaquin General Hospital	\$50,000
Santa Clara Valley Health and Hospital System	\$50,000
Scripps Mercy Hospital	\$48,000
UC Davis Medical Center	\$47,294
UC Irvine Health	\$50,000
UC San Diego Health	\$50,500
UC San Francisco Medical Center	\$50,000
University of Southern California School of Pharmacy	\$55,000
Western University of Health Sciences College of Pharmacy	\$48,000
VA Loma Linda	\$45,954
VA San Francisco Health Care System	\$48,870
Valley Children's Hospital	\$47,840
Zuckerberg San Francisco General Hospital & Trauma Center	\$53,000
Cedars-Sinai Medical Center	\$47,500
UC Los Angeles Medical Center	\$45,000
AVERAGE ANNUAL PAY	\$50,623
MEDIAN ANNUAL PAY	\$50,000
County of Riverside: Pharmacy Resident- First Year-E Salary:	\$47,476
Dollar Difference from Mean:	\$3,146.97
% Difference from Mean:	-6.22%
Dollar Difference from Median:	\$2,524
% Difference from Median:	-5.05%
Note: No available information in San Bernardino County/Arrowhead Medical Center. Pharmacy Residency managed by Comprehensive Pharmacy Services. Comparable Job Spec does not exist.	

External Market Survey Data

Pharmacy Resident- Second Year-E

Post Graduate Year-2 Pharmacy Residency Programs (California)	1-Year Stipend
Department of Veterans Affairs Northern CA Health Care System	\$52,709.00
Children's Hospital of Orange County	\$46,000.00
Memorial Care Long Beach Medical Center	\$71,000.00
Huntington Memorial Hospital	\$55,994.00
Santa Clara Valley Health and Hospital System	\$55,000.00
Scripps Mercy Hospital, San Diego	\$52,000.00
UC Irvine	\$53,949.00
UC Davis Medical Center	\$53,698.00
University of California, San Diego Health	\$54,000.00
University of Southern California School of Pharmacy	\$56,000.00
VA Loma Linda Healthcare System	\$49,784.00
VA Palo Alto Health Care System	\$52,709.00
VA San Diego Healthcare System	\$48,434.00
Western University of Health Sciences College of Pharmacy	\$45,000.00
Zuckerberg San Francisco General Hospital & Trauma Center/ UCSF	\$57,000.00
AVERAGE ANNUAL PAY	\$53,551.80
MEDIAN ANNUAL PAY	\$53,698.00
<p>Note: Not available information in San Bernardino County/Arrowhead Medical Center. Pharmacy Residency managed by Comprehensive Pharmacy Services. Comparable Job Spec does not exist.</p>	

External Market Survey Data

Sterile Processing Manager

Riv Co Class Code: XXXXX

Jurisdiction	Title	Min Salary	Max Salary	Spread
Los Angeles County	Central Service Manager I	\$45,240	\$59,280	31.03%
Orange County	None			
San Bernardino County	Sterile Processing Manager	\$64,022	\$88,150	37.69%
San Diego County	None			
Ventura County	Health Care Agency Materials Manager*	\$74,569	\$104,407	40.01%
Santa Clara County	Sterile Processing Manager	\$88,762	\$107,890	21.55%
HASC 2016 (all southern Cali)	Head of Sterile Processing/Central Services*	\$91,550	\$91,550	

County Mean:

\$68,148

32.44%

County Median:

\$69,296

32.12%

Riverside County

Sterile Processing Manager (Recommended)

\$68,232

\$96,279

Dollar Difference from Mean:

Percentage difference from mean:

Dollar difference from median:

Percentage difference from median:

Notes: *Ventura- not a 100% match; classification has a broader scope of responsibilities that goes beyond managing central services. Also oversees, purchasing, messenger, and laundry services for a health care agency.

*HASC- 2016 data; based on only 4 SoCal facilities, which possibly includes private organizations.

*Recommended salary is based on internal and external comparisons. (Admin Svcs Officer - \$62,805 - \$98,443)

Run Date: 1/12/2018

Date Prepared/Revised: 4/5/2018

By: